



State of Tennessee Department of Children's Services

Administrative Policies and Procedures: 3.21

Subject: Commissary or Canteen Privileges for Youth in Youth Development Centers

Supersedes: DYD 2.31, 07/01/90

Local Policy: Yes
Local Procedures: Yes
Requires Training: No

Approved by:

Effective date: 12/31/99

Revision date:

Application

To All Youth Development Center Employees and Youth.

Authority: TCA 37-5-106

Policy

Each youth development center shall provide a commissary or canteen that permits youth to purchase approved miscellaneous items that are not furnished by the facility. The commissary or canteen will be provided through a contracted vendor. Hours of operation shall not interfere with meals or school hours.

Procedures

A. Responsibility

The superintendent of the youth development center must appoint a staff member(s) as the liaison between the youth development center and the contracted vendor for the responsibility for the following duties:

- a) Collection of the commissary or canteen orders requested by youth,
- b) Submission of the orders to the commissary or canteen to be filled,
- c) Distribution of the filled orders to the youth.
- d) Accompany youth if the youth is allowed to go to the canteen/commissary.

B. Local policy

The superintendent must establish a local policy for operation of the commissary or canteen. If contracted, a local policy must

be established to manage the process between the owner of the commissary or canteen and youth.

2. Contents of local policy

The local policy must specify the following:

- a) How often youth access the commissary.
- b) Procedures youth must follow to access the commissary.
- c) Procedures for youth in segregation or confinement.
- d) Procedures for youth unable to go to the commissary due to medical or health reasons.
- e) The maximum dollar amount a youth may spend each week.
- f) Whether transactions are to be in currency or other forms of payment.
- g) A specific list of the types of items to be sold through the commissary or canteen.
- h) How problems will be resolved in the following instances :
 - ◆ lost orders
 - ◆ operator error

C. Restrictions

1. Items for sale

Only commercially prepared items shall be offered for sale by the commissary or canteen.

2. Resale or trade

Youth who re-sell or trade to other youth items purchased in the commissary or canteen may be subject to disciplinary action.

3. Disciplinary restriction of access

Youth placed in confinement for disciplinary reasons may be denied commissary or canteen privileges.

D. Access for youth in non-disciplinary restrictions

1. Access allowed

Youth in segregation or confinement for non-disciplinary reasons, including youth who are unable to go to the commissary or canteen because of medical or health reasons, must be allowed to purchase items from the commissary or canteen.

2. Process

- a) Staff must distribute form CS-0305, *Commissary or*

Canteen Order to each youth weekly. A contracted vendor may use a computer generated listing. On all orders requested by youth, an original signature must be obtained authorizing the deduction from their trust fund account.

E. Accounting procedures**1. Fiscal integrity**

Standard accounting procedures shall be followed to ensure the integrity of the commissary or canteen fund is maintained.

2. Monthly statements

The fiscal officer of a commissary operated by a youth development center must submit a monthly statement of profit and loss to the director of central office fiscal and administrative services division.

3. Annual internal audit

The internal audit division must conduct an independent audit of a commissary operated by a youth development center annually.

4. Audit of vendors

- a) Private vendors who are contracted to provide commissary services at a youth development center must submit an annual independent audit to the directors of internal audit and director of fiscal and administrative services.
- b) Tennessee Business Enterprise vendors shall be subject to an audit in accordance with TBE rules. TBE shall forward copies of any audit exceptions involving TBE vendors who operate youth development center commissaries to the fiscal officer of the youth development center who will forward copies to the DCS directors of internal audit and fiscal and administrative services.

Forms

CS-0305 Commissary/Canteen Order

Collateral Documents

None

ACA Standards

3-JTS-1B-17